

NOTICE TO CONSULTING FIRMS
REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST FOR:
“OPEN END ARCHITECTURAL AND ENGINEERING SERVICES”

The City of Memphis, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain a Consultant to provide Architectural and Engineering services on an as-needed basis under an open-end contract for projects that may be funded in part by the Tennessee Department of Transportation (TDOT). The lead Consultant shall be on the TDOT list of pre-qualified consultants and have unlimited status. The lead Consultant shall be a local (having an office located in the City of Memphis or Shelby County) Architectural or Engineering firm or a joint venture of local firms capable of performing the majority of the work with its own in-house staff.

The Consultant shall enter into a City of Memphis negotiated contract and will be compensated on a “per hour” basis. The contract will be used for a variety of Architectural and Engineering services for City projects. The services will be delivered via individual work orders defining the exact scope of work and not-to-exceed fee amount. The time for the work order will be defined as “Standard”, “Emergency”, or “Urgent” depending upon the nature of the work. The contract will be administered by the City’s Building Design & Construction (“BD&C”) and Civil Design Departments.

The Consultant’s responsibilities include, but are not limited to:

- Advance planning reports (TDOT format)
- ADA compliance
- Architecture
- Civil Engineering
- Construction Engineering Inspection (CEI) Services (TDOT certified)
- Cost Estimating
- Electrical Engineering
- Mechanical Engineering
- Right-of-way and easement plat preparation
- Signalization design
- Street and drainage design
- Street signing and marking design and inventory capabilities
- Structural design and review
- Structural capabilities for emergencies
- Surveying

Consultants may request consideration by submitting five (5) copies of the Letter of Interest and Qualifications Submittal to:

Mr. Jack Stevenson, PE
Administrator, Land Development/Planning
City of Memphis
125 N. Main St., Room 644
Memphis, TN 38103

Letters of Interest and Qualifications Submittals must be received by the City on or before 3:00 p.m. Central Daylight Time, on March 6, 2015. Submittals shall be 8 ½" x 11" format (fold-out sheets permitted), in loose-leaf binders not exceeding 1 ½" thickness. Proposals not conforming to the required format will not be considered. For more information, contact Mr. Jack Stevenson at (901) 576-6340.

TDOT prequalification procedures and a list of TDOT pre-qualified consultants can be found at this internet address: www.tdot.state.tn.us/consultantinfo.htm .

Letters of Interest and Qualifications Submittals will be evaluated by a committee of the City's representatives who will make a recommendation for selection. Consultants may be invited for an interview, if that is considered to be necessary. The City intends to award two (2) contracts under this RFQ. The City will advise the submitters when the Consultant selections have been made. The evaluation proceedings will be conducted within established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin.

The factors that will be considered in the evaluation of the Letters of Interest and Qualifications Submittals are:

- Past experience in the required disciplines with the City, TDOT and other clients.
- Qualifications and availability of staff.
- Demonstrated ability to meet schedules without compromising sound Engineering and Architectural practices.
- TDOT CEI certification.
- Organizational chart showing the team's member firms, if more than one. The chart should show the individuals who will be team members.
- A one page resume of the key individuals who will have a role on the design team.
- Identification of minority and women owned firms included on the design team and a description of their respective roles in the project.

This contract will be subject to the requirements of the City's Ordinance #5384 which establishes the Equal Business Opportunity ("EBO") Program. It is up to the Consultant to ensure that all requirement of this ordinance are met. The Ordinance may be accessed on the City's website at www.memphistn.gov under "Doing Business". The intent of the EBO Program is to increase the participation of locally owned minority and women owned business enterprises ("MWBE") in the City's purchasing activities. An MWBE goal will be set by the City for this project. To qualify as an MWBE firm, a firm must be included on the City's list of certified MWBE firms.

The City reserves the right to reject all submittals, to waive any informality in the submittals, and to negotiate changes in the scope of services to be provided.